

# JEFFERSON ACADEMY

## Board Meeting Minutes



JEFFERSON  
ACADEMY

Thursday, March 21, 2013  
Location: 1425 S. Angel Street  
Kaysville, UT 84037

**In Attendance:** Keith Facer, Neal Harris, Shelley Young, Kristi Carlston, Kris Beelek

**Excused:** Joshua Spilker

**Others in Attendance:** Valerie Shaw (Principal), Nicole Jones (Curriculum Director), Jason Finch (Assistant Director), Kim Dohrer (AW), Steve Davis (AW), Kara Finley (AW), Shelley Wadsworth (PTO), members of the public

### MISSION

Jefferson Academy will offer an academically challenging and content-rich history-centered curriculum that incorporates the study of American citizenship and is based on the Core Knowledge Sequence. Jefferson Academy will provide an environment in which every student has the opportunity to gain a strong foundation of knowledge in world and American history, classic literature, science, math and fine arts. It is the desire and mission of this school to have every child be challenged, experience success and master basic skills, grow in academic ability and content knowledge, and develop an understanding and appreciation for our nation's heritage and founding principles.

### MINUTES

**7:09 PM – CALL TO ORDER by Keith Facer**

#### **CONSENT ITEMS**

❖ **Board Meeting Minutes**

Neal Harris made a motion to approve the January 16, 2013 Board Meeting Minutes; Shelley Young seconded the motion. Motion passed unanimously.

❖ **New Hires**

Valerie Shaw reviewed the new hires and the positions they are filling.

Neal Harris made a motion to approve Valerie Shaw, Nychelle Calkins, and Michelle Melville as new hires; Kris Beelek seconded the motion. Motion passed unanimously.

#### **PUBLIC COMMENT (Comments will be limited to three minutes each)**

❖ The following individuals made a public comments:

- Angela Page
- Allen Kidner
- Andrew Redd

#### **MONITORING**

❖ **School Update**

Valerie Shaw provided an update on the state of the school. The administration is reviewing a program that would provide reading assessments and unit tests, as well as content integration support and skill-based ability instruction. The Board discussed the cost of the program, the user experience, training for staff, and small group options. Reading test scores were reviewed and the expected growth based on additional reading instruction. Valerie Shaw will continue to research available programs and recommend approval to the Board.

The Performance Plan Committee met and the survey will be conducted in May. The school will be taking the NWEA's along with the CRT's for comparable data to surrounding schools starting in April. Current enrollment numbers and the grade bubbles were evaluated.

❖ **Budget Update**

The Board reviewed the budget update provided electronically by Joshua Spilker.

Jason Finch arrived at 8:04 PM.

Neal Harris was dismissed from 8:04 PM to 8:10 PM.

❖ **PTO Update**

Shelley Wadsworth provided an update on the status of the PTO, including the library project. A Fun Run will be held and additional family events are in the planning stages. The PTO will be looking for a new board and is seeking candidates. The PTO will be encouraging families to continue logging hours after they reach thirty hours and will look at providing additional ways to volunteer and log hours.

Shelley thanked Valerie Shaw and Academica West for their support and the school is providing great support to the PTO program through fundraisers, such as newspapers and Box Tops. The PTO

Committees are very involved and working hard at teacher appreciation and bookfairs.

❖ **Board Governance Monitoring**

Keith Facer provided the review of the Ends 1.2. Citizenship, Ends 1.3. Moral Excellence, and Ends 1.4. Principles of Liberty. He discussed the components of the ends and who comprises Jefferson Academy. Keith will work with Valerie Shaw to further define these Ends and approve them at the next Board Meeting.

Executive Limitations 2.6. Asset Protection was reviewed along with the RFP process needed for large purchases from vendors. Governance Process 4.2. Board Job Description was discussed to provide the ownership the highest performance of the school possible. Governance Process 4.7. Establish Cost of Governance and the budget for governance was reviewed.

The Charter Effectiveness Goal 3 & 4 were read and reviewed for achievement. Valerie Shaw discussed the meeting with the Kaysville Police Department and the drills that have been held. They discussed the local police presence at the school and security measures available and being researched. Parent communication was discussed including Parent Teacher Conference attendance.

## **VOTING ITEMS**

❖ **School LAND Trust Fund**

Valerie Shaw discussed the revisions to the School Land Trust Plan for last year and the plan for the coming school year, including goals and areas of focus.

Neal Harris made a motion to approve the revised 2012-2013 School LAND Trust Fund Plan; Kris Beelek seconded the motion. Motion passed unanimously.

Neal Harris made a motion to approve the 2013-2014 School LAND Trust Fund Plan; Kris Beelek seconded the motion. Motion passed unanimously.

❖ **ETS Invoices**

Keith Facer reviewed the invoices and the services that were rendered.

Keith Facer made a motion to approve the ETS Invoices for a total of \$7,450.87 for IT Support in January 2013 and February 2013; Neal Harris seconded the motion. Motion passed unanimously.

❖ **USU 4H Program**

Keith Facer provided an overview of the USU 4H After School Program and the expectations of the program. Valerie Shaw and the Board discussed program attendance and the costs associated with offering the program. The benefits of the program were discussed along with the concerns of the school.

Shelley Young made a motion to approve the USU 4H Program costs for \$3,100; Neal Harris seconded the motion. Motion passed unanimously.

Nicole Jones and Shelley Wadsworth were dismissed at 9:09 PM.

❖ **Board Committees**

Keith Facer discussed Board Committees and the purposes they serve. Board Committees statuses were reviewed and those that have completed their tasks were recommended to be dissolved.

Keith Facer made a motion to dissolve the Board Testing Committee, the Performance Pay Committee, and the School Lunch Committee; Kris Beelek seconded the motion. Motion passed unanimously.

Neal Harris discussed the Technology Committee and the equipment that they are looking at replacing, the email system, and new classroom technology and training.

❖ **Petty Cash Bank Account Signers**

Neal Harris made a motion to add Valerie Shaw as a petty cash bank account signer; Kris Beelek seconded the motion. Motion passed unanimously.

❖ **Debit Card Approval**

Neal Harris made a motion to approve a debit card for Valerie Shaw; Kris Beelek seconded the motion.

Motion passed unanimously.

#### **DISCUSSION ITEMS**

- ❖ **2013-2014 Annual Board Calendar and Governance Budget**  
The discussion was tabled to the April Board Meeting.
- ❖ **Liability Insurance**  
Keith Facer reviewed the insurance policies for the school through State Risk and policies available from outside providers. Keith will continue to work with Academica West seeking options for insurance.
- ❖ **Board Wiser Training #8**  
Kristi Carlston reviewed the five practical ways to end excessive school leader turnover and discussed the steps that Jefferson Academy has taken to get a great administrator.
- ❖ **Calendaring**
  - Board Meeting on April 25, 2013 at 7:00 PM

#### **ADJOURN**

- ❖ Shelley Young made a motion to adjourn the Board Meeting; Keith Facer seconded the motion.  
Motion passed unanimously.  
Board Meeting adjourned at 9:28 PM.